

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4306
GRADE: S-35

TITLE: DEPUTY COMMONWEALTH ATTORNEY

DEFINITION:

Under direction, to assist the Commonwealth's Attorney in supervising the staff of attorneys in enforcing the criminal laws of the Commonwealth of Virginia; to adjudicate major cases; and to do related work as required.

TYPICAL TASKS:

Assigns and reviews the work of subordinate attorneys;
Plans and schedules court dockets for required litigation;
Prepares and tries the more difficult criminal and civil cases;
Advises County and State law enforcement officials regarding the investigation of law violations;
Acts for the Commonwealth's Attorney during his absence;
Represents the office of the Commonwealth's Attorney on special committees;
Consults with department heads and others on a wide variety of County problems having legal implications;
Conducts legal research and prepares briefs, ordinances and opinions as requested;
Advises individuals regarding a wide variety of problems pertaining to criminal and civil law related to County activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of civil and criminal law and their application;
Knowledge of trial procedures and the rules of evidence;
Knowledge of legal research methods;
Ability to present statements of fact, law and argument clearly and logically;
Ability to advise, supervise and review the work of subordinates;
Ability to interview and obtain information through interrogation.

EMPLOYMENT STANDARDS:

Graduation from an accredited law school and four years of experience as a practicing attorney.

Licensed to practice law in Virginia and admitted to practice before local courts.